

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to convey the results of the recent travel expense audit conducted for the period of [Insert Audit Period]. Our review focused on compliance with company policies, accuracy of submitted expenses, and overall adherence to the travel guidelines.

Findings:

- Total Expenses Reviewed: [Insert Number]
- Number of Non-compliant Expenses: [Insert Number]
- Total Amount of Discrepancies: \$[Insert Amount]
- Recommendations for Improvement: [Insert Summary]

We appreciate your cooperation throughout this process and hope to use these findings to enhance our travel expense processes. We would like to schedule a meeting to discuss the results further and plan necessary actions. Please let us know your availability.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]